

05/07/2013 12:41

Secure Select

User Manual

V1.4

Revision – July 2013

<i>Section</i>	<i>Module</i>	<i>Page</i>
1.0	Getting Started	2
2.0	Orders Menu	3
2.1	Raising an Order	3
2.1.1	**NEW** Delivery Options and & Address insertion	3
2.2	Exchanges	8
2.3	View live order status	9
2.4	Order Tracking	10
2.5	Searching Order by Date	11
2.6	Searching Orders by Order Number	11
2.7	Searching Orders by Customer Details	12
2.8	Searching Orders by IMEI	12
2.9	**NEW** Search Results	12
3.0	Order & IMEI reporting	14
3.1	IMEI Validation	15
3.2	Accounts Tools	16
App 1	Appendix 1 - Sample Order	18

For new set ups; logins or any other help with Secure Select, please contact:

Data Select Sales Support Team

Email: Salesupport@dataselect.co.uk

Phone: 0844 854 0432

1.0 Getting Started

Go to web address www.secureselect.net in your toolbar and enter the log in details you have been provided. Often you will see a pop up message after submitting these details if this happens just click “OK”

Welcome to secureselect.net. Please enter your details below and press 'Login' to access the application.

Login:

Password:

You will be presented with the main secure select screen. All of the secure select facilities are accessed through the menus at the top. These options have been customised to individual user requirements, so you may not see all of the options available.



The options are:

- Orders
- Stock
- Account
- Logout

These options are covered in more detail within this document. At any time you can return to the main screen of secure select by pressing “Home”

Some key points of Secure Select to remember are:

- Never use the internet browser back button  , only the back button on the individual pages .
- To return to the main screen press the “Home” button.
- You can only ever use a purchase order number once.
- All stock codes will use capital letters.
- All Data Select orders are assigned with a 6 digit order number (DSL Order Number) starting with A – E.g. A123456. You can use this order number when tracking a consignment.
- To leave secure select, click logout on the top menu.

2.0 Ordering Menu

To access the ordering menus, select “Orders” from the main toolbar. You will then see three further options appear below: “Place Order” “View Status” “Past Orders” “Search”



– Raising an order

To start raising an order, click the “Place Order” button [PLACE ORDER](#) then, on the left hand side menu, click “New Order”

You will be taken to the following screen:

In the “Your Reference” section, enter your Purchase Order number. Please note you can only ever use a purchase order number once. When this is entered click “Next”

This will take you to the product selection screen. Products can be entered in two ways – either by entering the Data Select Stock code communicated from your account manager or by using the drop down menus. All Data Select stock codes are in capital letters.

To use the drop down menus, first, select your product category, E.G. “Handset”, “Accessory”, “Data” or “Sim”

Then select your product manufacturer from the second drop down, before selecting your product from the third.

type: **HANDSET** | manufacturer: **SONIM** | model: **Select Model**
 Or Enter a Data Select Item Code:

Once you have selected your product it will appear below. Enter a qty (default value is 1) and click the “Add” button. N.B you do not have to worry about entering a product price, this automatically populates based on your weekly price list.

Item SKU	Description	Price	Lead Time	Qty	Comment	
002B5D8	Nokia E90 Handset		In Stock	1		ADD

The product you selected will appear at the bottom of the screen and the Total Value columns fill. To add more products to the order, follow the drop down menu process, clicking add after selecting each new product. Should you incorrectly select a product click the “Remove” button next to the line you wish to delete?

Your Ref: purchase order - Item Details

Item SKU	Description	Qty	Price	Value	VAT	
002B5D8	Nokia E90 Handset					REMOVE

Net Total
VAT Total
Grand Total

BACK **NEXT**

Once you have added all your products, click the “Next” button

You will be taken to the address screen. Use the top drop down menu to select your delivery service.

RM Special ND 1000 (£4.50) **▼**
 RM Special ND 1000 (£4.50)
 City Pack Next Day (£6.00)
 City Pack 1200 (£10.00)
 City Pack 1030 (£12.50)
 City Pack 0900 (£15.00)
 its here.

After this, you can either press the “Insert Default Address” button to automatically enter your invoice address as the delivery address. Alternatively please enter the address you’d like the delivery to go to and press “Next” to confirm. At present the Postcode Lookup button is in development, so do not use this option.

Menu | **Order Footer**

NEW ORDER

Delivery Options: **RM Special ND 1000** **▼**

We have your normal delivery address recorded as you can see here on the right. If you wish to send your order to another address then please enter the new address under the section marked, 'Alternate Delivery Address'.

Enter any additional comments here.

Normal Delivery:
 Data Select Ltd
 Network House
 Globe Park
 Marlow
 SL7 1EY
 08702 410410

Alternate Delivery Address: **Insert Default Address**

Contact:
 Company:
 Number/Name & Road/Street:
 Locality: City:
 County: Postcode:

Use Postcode to Retrieve Address

BACK **NEXT**

- NEW UPS Courier Address Fields

In June 2013 we introduced a new courier, UPS. To ensure speedy and correct deliveries we have added some additional address fields, these new fields will only appear visible when a UPS delivery code is selected from the drop down menu. If you choose any other courier options the new fields will be greyed out.

You will be required to complete the 2 new fields for UPS Deliveries; this information is passed through to UPS to aid delivery in case of location issues etc.

Delivery Options: **UPS STANDARD** ▼

Special Delivery Request: ▼

Additional Customer Info:
 Enter any additional customer info here. ↑ ↓

We have your normal delivery address recorded as you can see on the right.
 For **normal delivery address** please click on:

Insert Default Address

OR Select from the drop down below (shows the last 10 delivery addresses):

...Select delivery address... ▼

If you wish to send your order to another address, then please enter the new address in the section below.

Delivery Address:

* Name/Contact

Tel.No.

Company

* Street Address

EXT Address

* Town/City

* Postcode Only

UNITED KINGDOM - GB ▼ Country

Clear Form

**WE NO LONGER NEED TO
KNOW WHICH COUNTY –**
 Please do not put into the
 address, as this might cause a
 failure

Delivery Address:

Goods in * Name/Contact

08123456789 Tel.No.

Data Select Ltd Company

123 Main Street * Street Address

Slough Industrial Est EXT Address

SLOUGH * Town/City

SL1 4SS * Postcode Only

UNITED KINGDOM - GB ▼ Country

Clear Form

UPS Completed Example

Address Field Definitions – UPS SERVICES

Name/Contact:	Consignee Name or Department Recipients
Tel No:	Consignee Contact Number so UPS can contact them to aid delivery
Company:	Business Name if required – if residential please re-enter consignee name
Street Address:	Building or House Number and Street Name
EXT Address:	Additional Address Information
Town/City:	Please enter the Town or City only; please do not add the COUNTY details, UPS do not need this information
Postcode Only:	Postcode ONLY please; the system will advise you if you have used an incorrect post code

- NEW Other Courier Address Fields (Parcel Force & Royal Mail)

Order Footer

Delivery Options: Royal Mail 1st Class

Special Delivery Request

Additional Customer Info:
Enter any additional customer info here.

We have your normal delivery address recorded as you can see on the right.
For **normal delivery address** please click on:

Insert Default Address

OR Select from the drop down below(shows the last 10 delivery addresses):

...Select delivery address...

If you wish to send your order to another address, then please enter the new address in the section below.

Delivery Address:

* Name/Contact

* Street Address

EXT Address

* Town/City

* Postcode Only

UNITED KINGDOM - GB Country

Clear Form

If you wish to send your order to another address, then please enter the new address in the section below.

Delivery Address:

Data Select Ltd * Name/Contact

123 Main Street * Street Address

Slough Industrial Est EXT Address

SLOUGH * Town/City

SL1 4SS * Postcode Only

UNITED KINGDOM - GB Country

Clear Form

Address Field Definitions – OTHER COURIER SERVICES

- Name/Contact:** Consignee Name &/or Company Name
- Street Address:** Building or House Number and Street Name
- EXT Address:** Additional Address Information
- Town/City:** Please enter the Town or City only; please do not add the COUNTY details, we do not need this information
- Postcode Only:** Postcode ONLY please; the system will advise you if you have used an incorrect post code

You will then be taken to the order confirmation screen. This is your last chance to go back and edit any details of your order. On this screen you can see: your invoice address, delivery address, purchase order, the order items and the total order value at the bottom of the screen.



HOME ORDERS STOCK ACCOUNT LOGOUT

You are logged in as

SW11 3UL
0870 190 7444
0870 190 7450

TEST - DELETE DO NOT SHIP

Menu

NEW ORDER

VAT Reg No: GB 877 3671 74

Account: 12401

Your Reference: testkvsjlj

Order Date: 05/07/13

Item SKU	Description	Qty	Price	Value	VAT
SAM-GC100GALCAMBLK	Gal Camera 3G Blk	1			
DELPUE24	UK EXPRESS 24	1			

Net Total

VAT Total

Grand Total

COMMENTS Enter any additional customer info here.

PRINT ORDER

HOLD ORDER

CONFIRM ORDER

BACK

Copyright Dataselect Limited © 2003

To print a copy for your records, press the “Print Order” button. If you are happy with the order details click “Confirm Order” This will automatically generate the order to Data Select’s fulfilment team and a copy will be sent to your email address. (Sample Order in Appendix 1) If you know you will want to add to this order later, press “Hold Order”. This will hold your order and when you want to add to this you will need to contact your account manager.

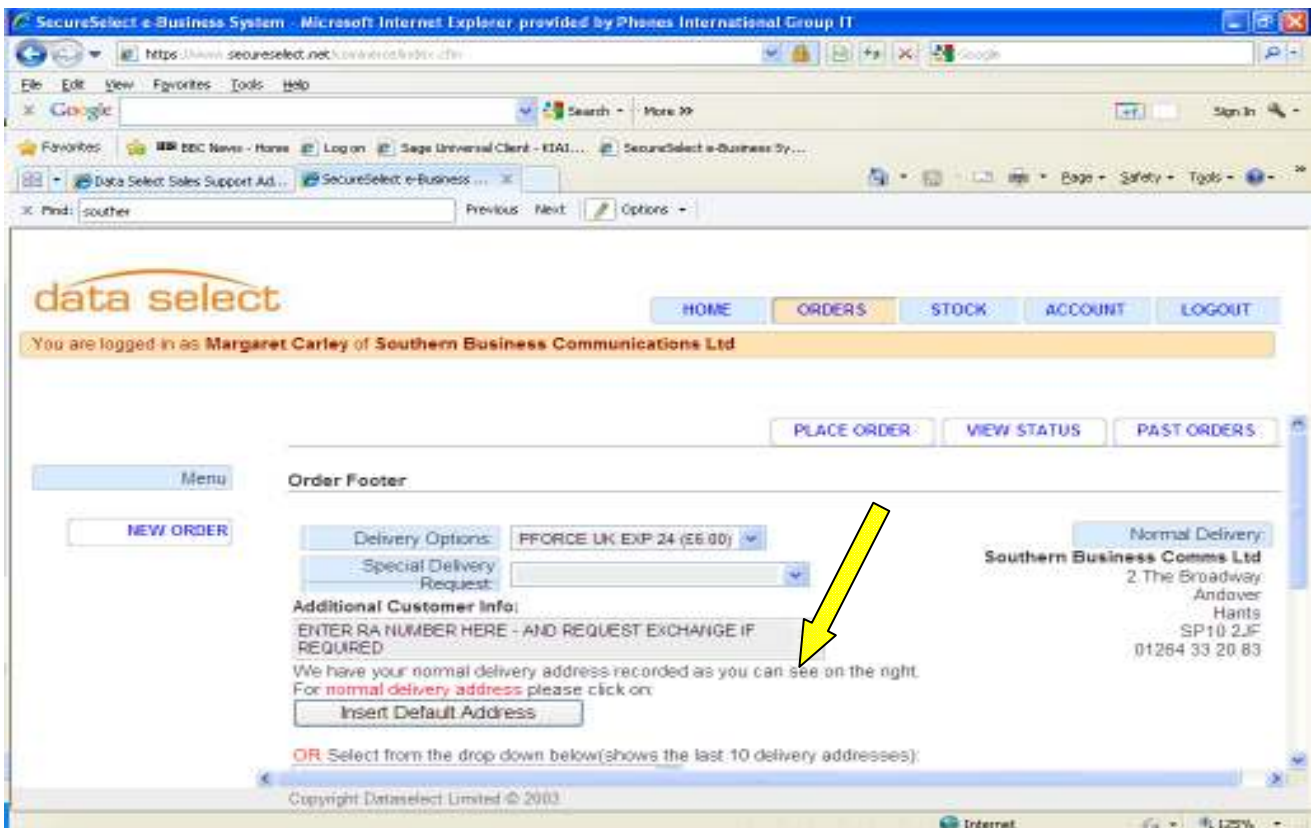
2.2 – Exchanges

Please get a returns Authorisation number first and then place a replacement order.

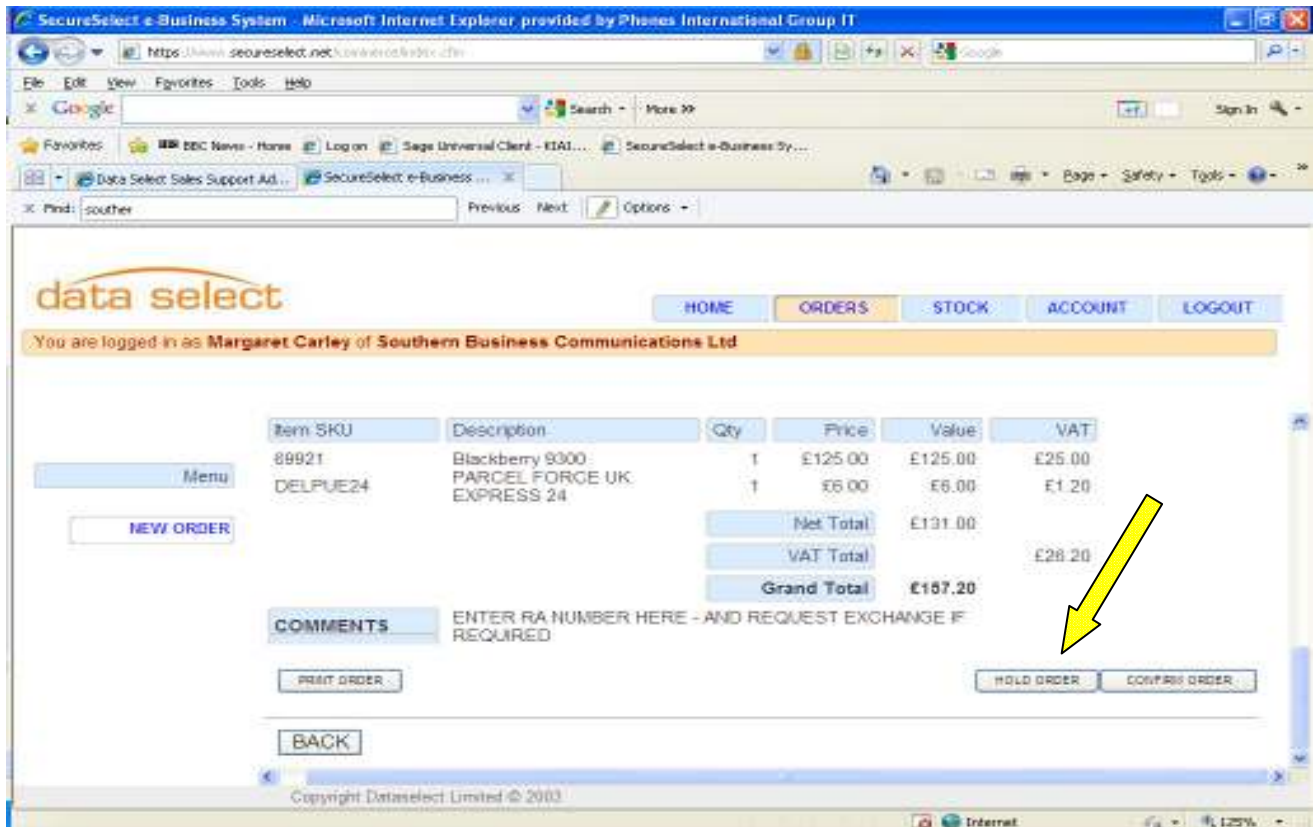
Please place exchange orders on Secure Select Portal, like a normal order. Please add the Returns Reference and then select **HOLD** order instead of **CONFIRM** order. When the order is then received at Data Select, the Support team will amend the delivery code to the exchange code and they will add the Parcel Force returns bag.

Please **ENSURE** your customer has packaged the handset up securely, ready for the exchange; remember all stock should be returned complete in box with all originally supplied accessories; failure to do so may end in no credit being issued.

Please add RA Ref and Exchange if you require one.



And then on the final page select ‘**HOLD ORDER**’



2.3 – View Live Order Status

Secure Select provides a live uplink between your browser and Data Select. Once you have orders placed with Data Select you can view a live Status report by clicking “Orders” then “View Status”. In this view you can see our DSL Order number, your PO Number, the date we received the order and its current Status. Data Select use an ascending numerical status system to track order process:

- 1 Not Used
- 2 Credit Hold
- 3 Not Used
- 4 Backorder's
(they stay active until stock arrives to be fulfilled, unless you request cancellation)
- 5 Awaiting Despatch to Warehouse
- 6 Picking
- 7 Despatched, Awaiting Invoicing
- 8 Invoiced

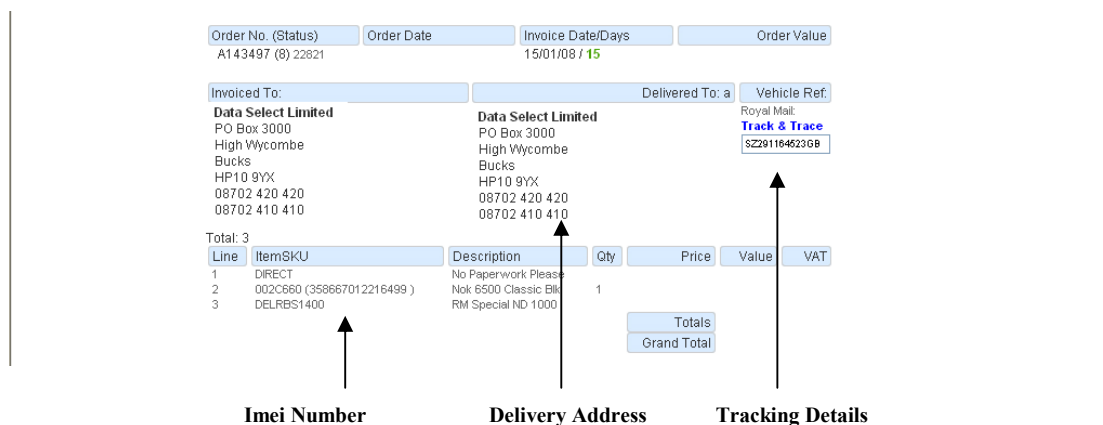


DSL Order	Account	Your Order Number	Date Received	Status	Value
A114413			23/11/07 00:00	4	£104.00
A127856			14/11/07 00:00	4	£238.50
A142981			10/01/08 00:00	4	£136.31
A142426			11/01/08 00:00	4	£136.31
A142435			11/01/08 00:00	4	£136.31
A142444			21/01/08 00:00	4	£137.81
A144627			23/01/08 00:00	4	£137.81

DSL Order	Account	Your Order Number	Date Received	Status	Value
A147642		23074	20/01/08 00:00	6	£119.50

DSL Order	Account	Your Order Number	Date Received	Status	Value	Delivery Reference
A147658		23137	30/01/08 00:00	7	£139.00	undefined

From status 7 onwards, you can view your IMEI or Sim numbers, and tracking information. To do this, click the blue “DSL Order” text on the order you wish to view. The IMEI or Sim Number can be found next to the item description. The tracking details on the box to the right.



Order No. (Status)	Order Date	Invoice Date/Days	Order Value
A143497 (8) 22821		15/01/08 / 15	

Invoiced To:		Delivered To: a		Vehicle Ref:
Data Select Limited PO Box 3000 High Wycombe Bucks HP10 9YX 08702 420 420 08702 410 410		Data Select Limited PO Box 3000 High Wycombe Bucks HP10 9YX 08702 420 420 08702 410 410		Royal Mail: Track & Trace S229116452368

Line	ItemSKU	Description	Qty	Price	Value	VAT
1	DIRECT	No Paperwork Please				
2	002C660 (358667012216499)	Nok 6500 Classic Blk	1			
3	DELRBS1400	RM Special ND 1000				

Totals	
Grand Total	

To return to the previous screen click the “Back” button or “View Status” again.

2.4 – Order Tracking

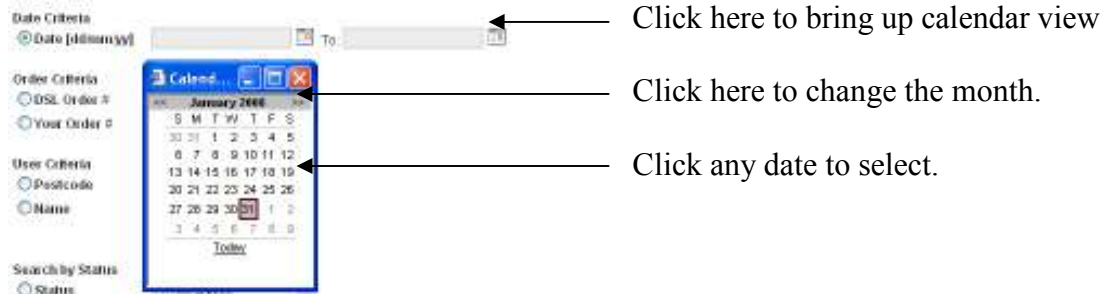
Using Secure Select you can trace previous orders using several methods:

- Date Range
- Data Select Order number (Axxxxxxx)
- Your purchase order number
- The delivery addressee's postcode
- IMEI Number



2.4.1 – Searching by date

To search for orders by date range, you can either enter the date you wish to see orders from and to alternatively, click the calendar symbol next to the text box to bring up a calendar and then just click on the date you want. To change months in this view click the arrow either side of the month.



Once you have filled this information in, scroll to the bottom of the page and press “Search”

***Once you have clicked search – See section “3.0 Search Results”**

2.5– Searching by Order Number

To search via order number, you can either enter the DSL order number in full (Axxxxxx) alternatively you can enter your Purchase Order reference.



Once you have filled this information in, scroll to the bottom of the page and press “Search”

***Once you have clicked search – See section “3.0 Search Results”**

2.6– Searching by Customer

When using secure select, you can search for orders sent to a specific customer by either entering their postcode or the end user name

User Criteria

☐ Postcode

☐ Name

Once you have filled this information in, scroll to the bottom of the page and press “Search”

***Once you have clicked search – See section “3.0 Search Results”**

2.7- Searching by IMEI

Searching for orders by IMEI is a powerful tool. By using the IMEI you can check:

- Whether the handset was purchased from you
- Date of purchase
- Whether there is DOA warranty remaining with Data Select.
- Whether there is manufacturer warranty remaining on the handset .

To search by IMEI type the 15 digit IMEI number (Starting 35xx) into the box.

Please note IMEI numbers are always 15 digits and when writing IMEI numbers do not include any “/” symbols that appear on the box.

Search by IMEI

☐ IMEI

Once you have filled this information in, scroll to the bottom of the page and press “Search”

***Once you have clicked search – See section “3.0 Search Results”**

2.8– Search Results

Once you have clicked search you will be taken to the results screen listing your search results. To view further details click the blue text under “DSL Order Number” on the order you wish to see.

Menu		Search Results (1 Orders Found)				
SEARCH		DSL Order Number	Your Order Number	Date Received	Status	Value
		A147562	23121	29/01/08 00:00	8	

You will then enter the order screen shown below which displays:

- IMEI Number
- Sim Number (If applicable)
- Track and Trace Details
- Order date / age

IMEI/Sim Number Invoice Age Tracking Details

SEARCH BACK IMEI LIST RETURN ITEMS

Order No. (Status) Order Date Invoice Date/Days Order Value

A143497 (8) 22621 15/01/08 / 15

Invoiced To: Delivered To: a Vehicle Ref.

Data Select Limited Data Select Limited Royal Mail

PO Box 3000 PO Box 3000 [Track & Trace](#)

High Wycombe High Wycombe S2291164623GB

Bucks Bucks

HP10 9YX HP10 9YX

08702 420 420 08702 420 420

08702 410 410 08702 410 410

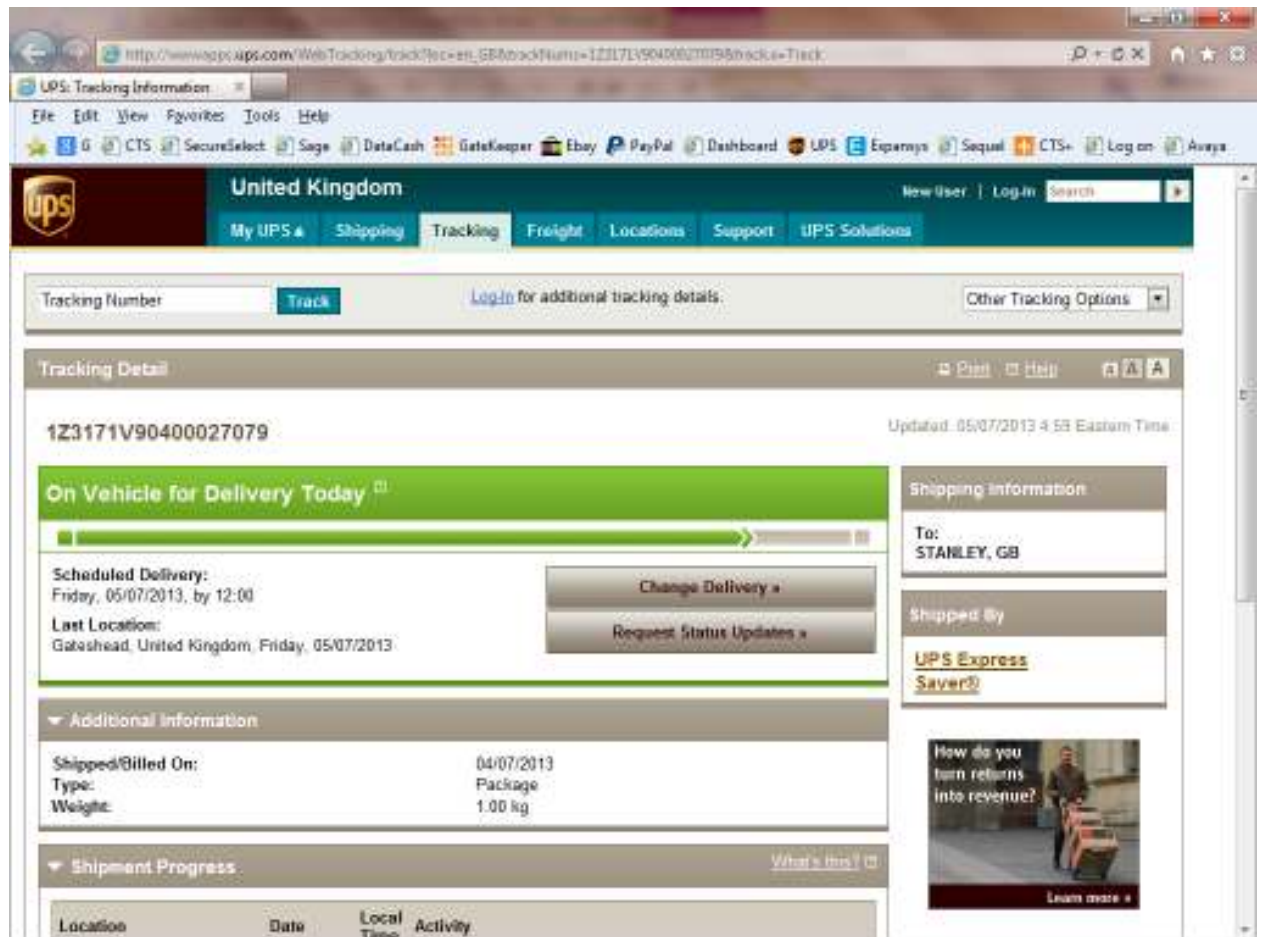
Total: 3

Line	ItemSKU	Description	Qty	Price	Value	VAT
1	DIRECT	No Paperwork Please				
2	002C660 (358667012216499)	Nok 6500 Classic Blk	1			
3	DELRBS1400	RM Special ND 1000				

Totals
Grand Total

You can trace the order progress with the courier by:

UPS – Click the blue highlighted “1Z3171V904000****” number (18 digits) to enter the UPS Tracking Website that will show the delivery details of your order



UPS Tracking Information

http://www.ups.com/WebTracking/track?req=en_GB&trackNum=1Z3171V90400027079&track=Track

File Edit View Favorites Tools Help

United Kingdom

My UPS Shipping Tracking Freight Locations Support UPS Solutions

Tracking Number [Track](#) [Login](#) for additional tracking details. [Other Tracking Options](#)

Tracking Detail

1Z3171V90400027079 Updated: 05/07/2013 4:58 Eastern Time

On Vehicle for Delivery Today

Scheduled Delivery: Friday, 05/07/2013, by 12:00

Last Location: Gateshead, United Kingdom, Friday, 05/07/2013

[Change Delivery](#)

[Request Status Updates](#)

Shipping Information

To: STANLEY, GB

Shipped By: **UPS Express Saver**

Additional Information

Shipped/Billed On: 04/07/2013

Type: Package

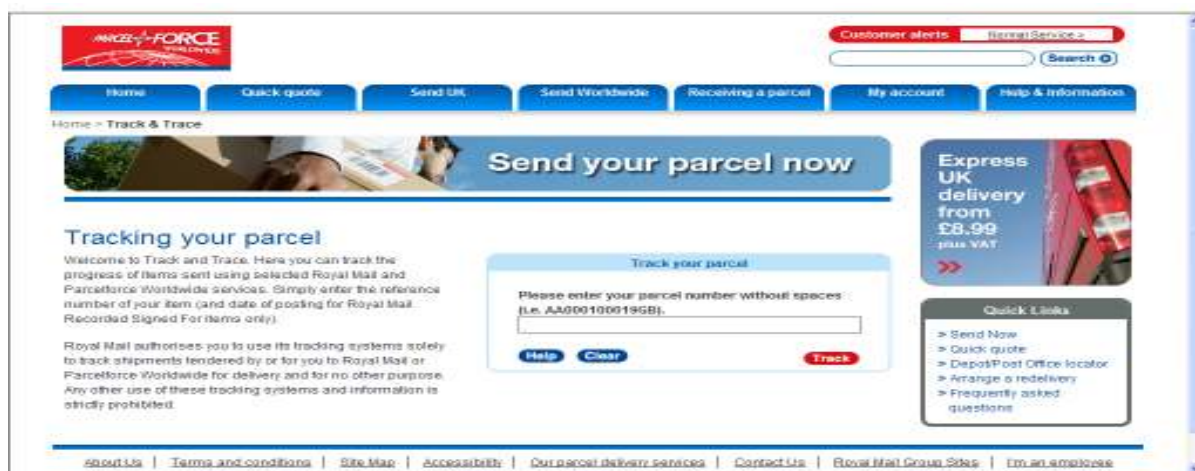
Weight: 1.00 kg

Shipment Progress

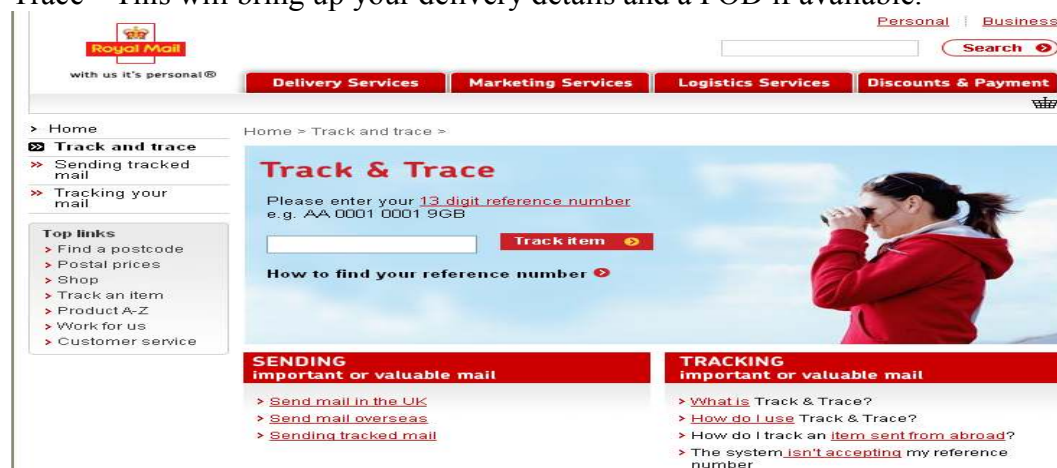
Location Date Local Time Activity

How do you turn returns into revenue? [Learn more](#)

Parcel Force – Click the blue highlighted “PBXXXXXXX” number (8 letters, 14 digits) to enter the Parcel Force track and trace system that will show the delivery details of your order



Royal Mail – Highlight the 13 digit tracking number E.G. “AA000100019GB” right click and select copy. Then click the blue text “Track And Trace” above the box to open Royal Mails tracking portal. Paste your 13 digit reference into the box and click “Trace” This will bring up your delivery details and a POD if available.



2.9– Order & IMEI Reporting

Secure Select allows you to quickly check despatched orders in batches and download IMEI information on screen or to a spreadsheet.

To perform this task, first select “Stock” from the top menu, then IMEI Report.

You will then be given three options, search by your order number, our order number or date range.



Either enter the order numbers, dates, or click the calendar symbol to open the calendar selector.



Once you have entered this information click search to bring up your results. For multiple results, they will be sorted by Order Date and then DSL Order Number. You can now take the information from this screen, alternatively scroll to the bottom of the screen and click the “Download in Excel” logo which will import all the information into a spreadsheet for you to sort as you see fit.

3.0 IMEI Validation

Secure select can be used to validate IMEI numbers to check if stock has been purchased from Data Select, date of purchase and what warranty applies to, that is Data Select DOA or manufacturer warranty.

To validate an IMEI, enter the “Orders” menu, then “Past Orders” Then type the 15 digit IMEI number (Starting 35xx) into the “Search by IMEI” box. Please note IMEI numbers are always 15 digits, and when writing them in do not include any “/” symbols that appear on the box.

Search by IMEI
☐ IMEI

Once you have filled this information in scroll to the bottom of the page and press “Search”

This will then take you to the results screen listing your search results. To go into the order click the blue text under “DSL Order Number”

Menu	Search Results (1 Orders Found)					
SEARCH	DSL Order Number	Your Order Number	Date Received	Status	Value	Delivery Reference
	A147942	23121	29/01/08 00:00	8		

You will then enter the order screen. The information you’ll see is shown below. The main box is invoice age, which is formatted invoice date/days old. If the days old figure is less than 30, it is within Data Selects DOA policy, after this period the handset reverts to manufacturer warranty.

Handset IMEI Invoice Age Tracking Details

SEARCH BACK IMEI LIST RETURN ITEMS

Order No. (Status): Order Date Invoice Date/Days Order Value

A143497 (8) 22821 15/01/08 / 15

Invoiced To: Delivered To: a Vehicle Ref:

Data Select Limited **Data Select Limited** Royal Mail: [Track & Trace](#)

PO Box 3000 PO Box 3000 S220116452368

High Wycombe High Wycombe

Bucks Bucks

HP10 9YX HP10 9YX

08702 420 420 08702 420 420

08702 410 410 08702 410 410

Total: 3

Line	ItemSKU	Description	Qty	Price	Value	VAT
1	DELCT	No Paperwork Please				
2	002C660 (358667012216499)	Nok 6500 Classic Blk	1			
3	DELRBS1400	RM Special ND 1000				

Totals
Grand Total

3.1– Accounts Tools

Secure Select can give up to date information on an accounts status, including balances, copy invoices, credit notes and aged debt.

To access this information click the accounts option on the top menu, then “Statements”

This will bring up the following page. The first boxes are:

- Account code
- Current balance

Account(s)
Consolidated Balance
Item Count
Current

The boxes to the right show aged debt.

30 Days
60 Days
90 Days
90+ Days

After this is a transaction breakdown of all outstanding transactions on the account. The columns are:

- Invoice number,
- Invoice date,
- Invoice type (either INV for invoice or CRN for credit note)
- Your Purchase Order number
- Invoice amount owed
- Amount credited
- Amount outstanding payment on this invoice

data select [HOME](#) [ORDERS](#) [STOCK](#) [ACCOUNT](#) [ADMIN](#) [LOGOUT](#)

You are logged in as Chris Beyle of Data Select Limited

[SUMMARY](#) [STATEMENTS](#)

Menu: [MAIN ACCOUNT](#)

Statement of your account - All Accounts

Account(s): [30 Days](#)
 Consolidated Balance: [60 Days](#)
 Item Count: [90 Days](#)
 Current: [90+ Days](#)

Item	Date	Type	Ref	Customer Ref	Debit	Credit	Open
OP12332783	30/01/08	CRN	CRN55548				
OP12332782	30/01/08	CRN	CRN55547				
OP12332781	30/01/08	INV	A148939				
OP12332780	30/01/08	INV	A148929				
OP12332779	30/01/08	INV	A148928				
OP12332778	30/01/08	INV	A148926				
OP12332777	30/01/08	INV	A148925				
OP12332776	30/01/08	INV	A148923				
OP12332775	30/01/08	INV	A148915				
OP12332774	30/01/08	INV	A148912				
OP12332773	30/01/08	INV	A148905				
OP12332772	30/01/08	INV	A148902				
OP12332771	30/01/08	INV	A147999				
OP12332770	30/01/08	INV	A147858				
OP12331745	30/01/08	CRN	CRN55544				
OP12331170	29/01/08	CRN	CRN55537				
OP12331169	29/01/08	INV	A147773				
OP12331168	29/01/08	INV	A147566				

To go through into invoice or credit note details, click the blue text to bring up the order details. This screen will display the invoice and delivery address, tracking details and IMEI details as well as invoice total. For credit notes it shows the PO number / invoice credited and the total amount credited at the bottom.

[SEARCH](#) [BACK](#) [IMEI LIST](#) [RETURN ITEMS](#)

Order No. (Status): [A143497 \(9\) 22821](#) Order Date: Invoice Date/Days: [15/01/08 / 15](#) Order Value:

Invoiced To: **Data Select Limited**
 PO Box 3000
 High Wycombe
 Bucks
 HP10 9YX
 08702 420 420
 08702 410 410

Delivered To: a **Data Select Limited**
 PO Box 3000
 High Wycombe
 Bucks
 HP10 9YX
 08702 420 420
 08702 410 410

Vehicle Ref: [Royal Mail: Track & Trace](#)
[S2201164523GB](#)

Total: 3

Line	ItemSKU	Description	Qty	Price	Value	VAT
1	DIRECT	No Paperwork Please				
2	002C660 (358667012216499)	Nok 6500 Classic Blk	1			
3	DELRBS1400	RM Special ND 1000				

Totals
Grand Total

Appendix One – Copy of Order confirmation received at Data Select

[This order is awaiting confirmation. To confirm this order then click here to visit the order admin section.](#)

Dear Chris Boyd

Thankyou for completing your order (33333), your reference (PONUMBER) online at <https://www.secureselect.net>. This was placed on your account number xxxxx on 31/01/2008 at 15:41.

The details of your order is set out below. If you have any problems with this order, you should contact your account manager, Chris Boyd.

Invoice Address:**Data Select Limited**

Network House
Globe Park
Marlow
Bucks
SL7 1EY
08702 410410

Delivery Address:

Mr A Customer
Their House
Endofthe Road
England
SL7 1EY

Item Code	Description	Comment	QTY	Unit	Value	VAT
0042714	Nokia 6230i		1	£	£	£
DELPUE24	Parcel Force Next Day		1	£	£	£

The Net value of this order is £

The VAT value of this order is £

The Grand Total of this order is £

Comments